



**DEFENSE HEALTH AGENCY**  
7700 ARLINGTON BOULEVARD, SUITE 5101  
FALLS CHURCH, VIRGINIA 22042-5101

September 4, 2020

**MEMORANDUM FOR DEPUTY SURGEON GENERAL OF THE ARMY  
DEPUTY SURGEON GENERAL OF THE NAVY  
DEPUTY SURGEON GENERAL OF THE AIR FORCE**

**SUBJECT: Request Service Nominations for the Position of Division Chief, Hearing Center of Excellence, Research and Development Directorate (J-9), Defense Health Agency**

The Director, Defense Health Agency (DHA), requests Service nominations to fill the O-6 level position Division Chief, Hearing Center of Excellence (HCE), Research and Development (R&D) Directorate (J-9), Defense Health Agency. The primary duty station is the Joint Base San Antonio-Lackland, Texas. The selected officer should arrive no later than November 1, 2020.

The DHA Administration and Management Directorate, Military Personnel Support Branch manages the Nominative Program and requests for candidates that the DHA desires to be filled via competitive selection. Duties, responsibilities, requisite experience, and grade requirement for the position are attached. The selected individual is expected to serve in this position for a minimum of 24 months from the date of arrival using an authorization provided by the Service for the length of the assignment. Once the DHA assignment is complete the authorization is returned to the Service. The exact start date will be coordinated upon selection of the officer and/or after notification is made to each Service Surgeon General.

Please provide your nominee's name, nomination memorandum, curriculum vitae, biography or record brief and contact information no later than September 15, 2020, to the Military Personnel Support Branch at [dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil](mailto:dha.ncr.military-svcs.mbx.military-personnel-support@mail.mil).

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**Guy T. Kiyokawa, SES  
Deputy Director**

**Attachment:**  
As stated

**cc:**  
Deputy Assistant Director, Research and Development Directorate (J-9)  
Chief of Staff, Defense Health Agency  
Deputy to the Deputy Assistant Director, Administration and Management (J-1)  
Chief, Military Personnel Support Branch (J-1)

Division Chief, Hearing Center of Excellence  
Research and Development Directorate (J-9)  
Defense Health Agency  
As of 4 September 2019

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**POSITION TITLE:** Division Chief

**ORGANIZATION:** Hearing Center of Excellence (HCE), Research and Development Directorate (J-9), Defense Health Agency

**LOCATION:** Joint Base San Antonio-Lackland, TX

**GRADE:** MIL/NOM (O-6)

**SPECIALTY:** The nominee would be a qualified military officer at the grade of O-6 with extensive experience and substantial background in hearing conservation and related Auditory-Vestibular evaluation and treatment and/or research, to include specialties of Otolaryngology, Neurology, Flight Medicine, Occupational Medicine (with hearing conservation expertise) or Audiology.

**INTRODUCTION:**

The Division Chief, HCE, performs the executive duties of a provider-leader to serve as the key visionary and proponent overseeing all aspects of HCE's congressionally directed mission: to heighten military readiness and optimize quality of life through collaborative leadership and advocacy for hearing and balance health initiatives. The Division Chief, HCE, is charged with integrating partnerships with the Department of Veterans Affairs (VA), academia, and other non-governmental and international entities focused on hearing and balance health and injury. The incumbent will maintain a global collaborative hearing health improvement network to develop and analyze hearing registry data. Additionally, s/he is responsible for encouraging and facilitating the conduct of auditory-vestibular research, to identify best hearing health practices, and to develop clinical tools supporting hearing health and readiness for Service Members, Veterans, their Families and healthcare providers.

**SUPERVISORY CONTROLS:**

- Reports administratively to the Deputy Assistant Director, Research and Development Directorate (J-9), (MIL O-7/SES/Flag) or his/her Assistant Director (GS-15/O-6) as directed.
- Responsible for supporting the Research Business Line of the Health Executive Committee.

**MAJOR DUTIES:**

- Ensures the organization is relevant to the Service Member and Veteran by analyzing, identifying, and translating best practices and policies that meet their full spectrum prevention, clinical care, and rehabilitative hearing health needs.
- Develops and coordinates responses to appropriate Congressional, Joint, Defense Health Agency, Department of Defense (DoD), and Service leadership requests for information.
- Develops, analyzes, and reports on hearing health informatics.
- Identifies, develops and advocates for Military Health System (MHS) enterprise best

standards, practices and policies.

- Leverages colleagues across the DoD Line leadership, as well as clinical and research domains to continuously identify gaps, advocate priorities, assess emerging technologies and practices, and respond to leading edge opportunities consistent with MHS strategy and priorities.
- Develops partnerships with aligned academic, non-governmental and international organizations providing leadership, advocacy and direction in National academic and research forums.
- Leads and collaborates closely with other Directors of Defense and Joint Centers of Excellence, as well as regional specialty and technical directors, to develop and pursue initiatives to dynamically mature the center's mission to improve hearing readiness and hearing health and quality of life.
- Manages a large, multi-site, multidisciplinary Center of Excellence (CoE) and directly supervises three active duty officers, and provides primary and secondary tier supervision of 15 General Schedule, and 10 contract staff.
- Evaluates fiscal, personnel and operational requirements for the HCE.
- Contributes to the development of the multi-year budget, identifying and developing collaborative efforts with federal, military, industrial, and private entities regarding funding arrangements and business opportunities.
- Facilitates interdisciplinary approaches to assessing practices within the MHS and obtains Service cooperation for adoption of strategic initiatives.
- Serves as DoD's subject matter expert in auditory-vestibular prevention, evaluation, treatment and research.
- Develops and advocates for enabling policy that supports comprehensive hearing health education, monitoring, and protection practices and priorities.
- Provides oversight and direction for HCE's implementation of new and ongoing hearing, balance programs and policies, building and implementing policies for new hearing and balance programs. Provides policies consistent with mandatory requirements in law, and strategic program goals and objectives related to management of the hearing and balance portfolio.
- Responsible for HCE program management, ensuring the efficient, effective and seamless integration of all hearing and balance care across professional and product lines throughout the MHS and the VA.
- Sets HCE program milestones and priorities, provides advice to senior MHS and VA leaders on work methods and procedures, and ensures timely accomplishment of research.
- Enforces, inspects, and monitors quality control for hearing and balance care, encourages the use of outcome metrics, and helps develop expertise in use and development of healthcare registries.
- Serves as a consultant and subject matter expert for hearing and balance readiness and injury, fostering relationships between military, federal and non-federal entities, guild associations, academia and non-profit institutions. Provides a military perspective to academic researchers and clinicians in formulation of adjudication of research portfolio imperatives and militarily relevant clinical practice guidelines.
- Provides strategic advice, consultation and guidance across Service, Defense, VA and National Institute programmatic hearing and balance research efforts serving on joint

programmatic committees to build awareness of ongoing work across research portfolios.

- Communicates and directs strategic goals and priorities to tactical levels of the HCE global health and research networks to optimize unity of effort, develop synergistic lines of effort, and avoid duplication.
- Hastens emerging technology and knowledge transfer through strategic communication with appropriate operational, support and academic communities of interest.
- Develops strategies for resource sharing and efficient practices across the MHS enterprise that will improve access to care, standardization of best practices, and provide value to the MHS.
- Will perform other duties as assigned.

**QUALIFICATIONS:**

- Should possess substantial background and experience in hearing and balance treatment and research.
- Must have administrative and leadership experience.
- Must meet the educational, credentialing, and licensure requirements for the eligible specialties described above and possess and be eligible for a Secret security clearance.
- Nationally recognized leader in auditory-vestibular sciences is highly desired.